UNITED
NATIONS

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Secretariat

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31 August 1995

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Conference and Support Services

Subject: ARRANGEMENTS FOR ADMISSION TO THE PREMISES AT UNITED NATIONS HEADQUARTERS DURING THE FIFTIETH SESSION OF THE GENERAL ASSEMBLY

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises, as well as parking, catering facilities and commercial operations during the fiftieth session of the General Assembly. Separate administrative instructions will be issued on security arrangements for admission to United Nations Headquarters and on the special arrangements that will be in effect during the special commemorative meeting of the General Assembly, from 22 to 24 October 1995.

Admission to Headquarters buildings

2. Staff members, affiliates, accredited members of non-governmental organizations and the press will be admitted to the United Nations premises only upon presentation of a valid United Nations identification card (grounds pass) or laissez-passer. Staff members are reminded that, in view of the need for heightened security measures, the provisions of bulletin ST/SGB/259 of 2 July 1993 regarding the wearing of grounds passes will be strictly enforced. It is the responsibility of staff members to ensure that their identification cards are current; expired cards will be replaced by the Pass and Identification Unit of the Security and Safety Service, upon presentation of an application obtained from the staff member's executive office. (The Pass and Identification Unit is currently located in room GA-100; from 5 September to 31 October 1995, the Unit will be located on the ground floor of 304 East 45th Street.) Staff members who arrive without their identification cards will be directed to the visitors' entrance at 46th Street, where they will be required to pass through a magnetometer. A day pass can be obtained at the information desk in the lobby of the General Assembly Building, upon verification of the staff member's identity. The hours of operation of the information desk are from 9 a.m. to 5.30 p.m.

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Access to restricted areas

3. The second floors of both the General Assembly and the conference buildings are reserved for members of delegations, staff conducting official business in the area and accredited members of the information media. In all cases, valid United Nations identification will be required. Accredited photographers and television film crews must be accompanied to the second floor restricted areas by a liaison officer from the Media Accreditation and Liaison Unit of the Department of Public Information.

4. Access to the North Lounge and the General Assembly Hall will be permitted only upon presentation of a restricted-area pass for the fiftieth session of the General Assembly, together with a United Nations identification card. Restricted-area passes will be issued by the Pass and Identification Unit, under arrangements made by the executive offices. Identification cards and restricted-area passes are subject to verification by security officers and must be worn in such a manner as to be easily visible.

5. The South Lounge on the second floor of the Conference Building, excluding the adjoining Security Council Lounge, is open to staff members when the Security Council is not in session.

6. To the extent that space is available, staff members will be accorded access to the gallery seating areas of the conference rooms and General Assembly Hall upon presentation of their identification cards. On certain days, however, special arrangements may be in effect.

Admission of non-United Nations persons

7. Staff members are reminded of the existing security arrangements that require all visitors on official business or invited guests, including family members, to enter through the visitors' entrance at 46th Street and to pass through a magnetometer prior to requesting admission to the Secretariat Building at the information desk. An information assistant will verify the visit with the respective staff member, following which a visitor's day pass will be issued. Visitors or guests, including children over the age of 17, will be required to submit a piece of personal identification bearing a photograph to the security officer stationed at the information desk. This should be retrieved prior to departure from the building. In order to avoid inconvenience, visitors and guests should be informed in advance that photo identification is required.

8. During peak periods of the General Assembly, staff members are urged to restrict visits by outside persons to those involving official business only. It will be the responsibility of each staff member to meet his or her guests, to accompany them at all times and later to escort them back to the public area in the General Assembly lobby. No guest will be permitted to enter restricted areas.

Tours

9. During the period from 25 September to 15 October 1995, regular guided tours will be conducted only on weekends. An abbreviated guided tour in the

General Assembly lobby will be given on weekdays during that period. All guided tours will be suspended on 4 and 5 October 1995 and from 20 to 25 October 1995.

Traffic in the Secretariat circle

10. Vehicular access through the gate at First Avenue and 43rd Street will continue to be restricted to vehicles of the permanent representatives to the United Nations; no other vehicles will be permitted access to the Secretariat circle. Exceptions will, however, be made for disabled persons upon appropriate certification by the Medical Service.

Parking

11. Parking in the garage will be limited to staff members in possession of a regular parking permit. When the exigencies of the service require the use of a vehicle, a limited number of temporary permits may be issued to staff members upon written justification by their executive offices and approval of the Garage Review Board. All holders of valid parking permits must ensure that they are prominently displayed and readily visible to security officers at entry points and while the vehicles are on the premises. Vehicles not displaying a valid permit may be towed off the premises for security/safety reasons. Passengers who are not in possession of valid United Nations identification must leave the vehicle before it enters the service drive.

12. Vehicles other than those belonging to permanent representatives to the United Nations will be required to enter the garage via the 48th Street entrance; vehicles may leave through the 42nd Street exit between 8 a.m. and 7 p.m., from Monday to Friday, or through the 48th Street entrance at any time. Traffic lanes on the service road and roadways in the garage must be kept free of vehicles at all times.

13. **All vehicles entering the premises are subject to search.**

Dining room, other catering facilities and commercial operations

14. The hours of service in the Delegates' Dining Room are from 11.30 a.m. to 2.30 p.m. Staff members are encouraged to make reservations for the Delegates' Dining Room (ext. 3-7625) for 11.30 a.m., 12 noon or after 2 p.m., since the demand at 1 p.m. is usually heavy. During the general debate, access to the Delegates' Dining Room for lunch will be restricted to persons holding valid United Nations identification cards or laissez-passers. From 19 September until 15 October 1995 reservations for private dinners or receptions will be accepted only from permanent missions or United Nations bodies. The Ex-Press Bar on the third floor of the General Assembly Building may not be used for parties when the General Assembly is meeting.

15. Staff members whose lunch hour is not determined by the schedule of meetings are urged not to use the cafeteria when it is most crowded, i.e. between 12.45 p.m. and 1.45 p.m. Alternative facilities in the following areas may also be used: the Staff Café on the fourth floor, the UNCA Club on the third floor, the Vendery on the third floor of the General Assembly Building, the Coffee Shop in the first basement of the General Assembly Building

(visitors' area), the cafeteria on the third floor of the UNDC-1 Building and the cafeteria located on the first floor of UNICEF House.

16. The hours of operation of the various facilities during the fiftieth session of the General Assembly will be as follows:

19 September to the end of the session

Cafeteria (Secretariat Building - first floor)

Monday-Friday	8 a.m.-10 p.m.
Saturday	9 a.m.-5 p.m.

UNCA Club (Secretariat Building - third floor)

Monday-Friday	9 a.m.-4.30 p.m.

Staff Café (Conference Building - fourth floor)

Monday-Friday	12 noon-3 p.m.

Vendery (General Assembly Building - third floor)

Monday-Sunday	Open 24 hours

South Lounge (Conference Building - second floor)

Monday-Friday	11 a.m.-7.30 p.m.

North Lounge (Conference Building - second floor)

Monday-Friday	(snack bar)	10 a.m.-5 p.m.
Monday-Friday	(bar)	11 a.m.-8 p.m.

Delegates' Dining Room (Conference Building - fourth floor)

Monday-Friday	11.30 a.m.-2.30 p.m.

Coffee Shop (General Assembly Building concourse - first basement)

Monday-Sunday	8.30 a.m.-4.30 p.m.

Vienna Café (General Assembly Building - first basement)

Monday-Friday 9 a.m.-6 p.m.

UNDC-1 Cafeteria (third floor)

Monday-Friday 8 a.m.-4.30 p.m.

UNICEF Cafeteria (UNICEF House - first floor)

Monday-Friday 8.30 a.m.-4.30 p.m.

Gift Centre (General Assembly Building concourse - first basement)

Monday-Sunday 9 a.m.-5.15 p.m.

UNPA Stamp Counter (General Assembly Building concourse - first basement)

Monday-Sunday 9 a.m.-5.15 p.m.

Bookshop (General Assembly Building concourse - first basement)

Monday-Sunday 9 a.m.-5.15 p.m.

Automobile Service Station (South service entrance - third basement)

Monday-Friday 8.30 a.m.-5.30 p.m.